



OFFICE JANITOR

Under the supervision of the General Services Assistant, the Office Janitor is responsible for the general cleanliness of the Peace Corps office, and performs basic administrative functions, which include acting as a receptionist when required. Below are some, but not all, of the duties—as well as the mandatory requirements for the position. Please do not apply for this position if you do not meet the mandatory requirements. Additionally, an error-free, compelling cover letter MUST accompany your CV before you will be considered.

Duties and Responsibilities

- Daily cleaning of the Peace Corps offices, which includes cleaning office desk areas, sweeping and cleaning uncarpeted floor areas, dusting cupboard and wiping office furniture with a damp cloth
- Emptying all waste paper baskets
- Disinfecting and cleaning toilet areas, toilet bowls, seats and wash basins with appropriate detergent
- Washing all dishes and cleaning kitchen counter tops in the various kitchen areas
- Cleaning and vacuuming all carpeted areas
- Keeping water cooler filled and cleaning filter as required
- Weekly cleaning duties which include cleaning all glass doors, window sills, ledges and corners
- Washing waste baskets with detergent
- Cleaning all metal and plastic signs
- Cleaning all dirt and finger stains from the walls and partitions
- Monthly cleaning duties which include shampooing and cleaning the hallways and carpeted areas
- Cleaning light fittings, light diffusers, clocks and other office fixtures
- Washing windows inside and outside
- Receptionist duties as required, which includes welcoming Peace Corps visitors in a friendly and professional manner
- Directing visitors to relevant offices
- Answering the telephone and relaying messages as required
- Communicating with Volunteers regarding their mail when necessary
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager and Country Director. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Mandatory requirements:

- COSC, with at least two years' experience in a similar position
- Experience working in a multi-cultural environment
- Experience performing basic administrative duties
- Good written and verbal communication skills (English and Sesotho)

Please submit a cover letter and your Curriculum Vitae to the Human Resource Specialist, US Peace Corps - 5 Bowker Road, PO Box 554, Maseru; or by e-mail to jobs@ls.peacecorps.gov by **12:00 noon, Friday, October 9, 2015**. Peace Corps will respond only to shortlisted candidates.

The United States Peace Corps, an agency of the US government, is the largest non-Basotho development volunteer organization in Lesotho with over 80 Peace Corps Volunteers assigned across all 10 districts as teachers, health educators, and co-facilitators of community development. We have been operating in Lesotho for almost 50 years, in collaboration with Basotho, and in support of Lesotho's development goals.